Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120083-3

Classification

REPORT CONTROL NO. XXXXXXXXX DDS/OL/SD-25

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Obligations

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [X] FINANCE

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form computer print-out, etc.)

Form

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

25X1 [redacted] Finance

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Procurement Obligations - 1 feeder report

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-F-9	$5.70		4		$22.80		12		$273.60

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR $273.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: 22 September 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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Classification CONFIDENTIAL

(22-36-43)